TONY ROBBINS

TIME OF YOUR LIFE® Summary Cards

Dear friend,

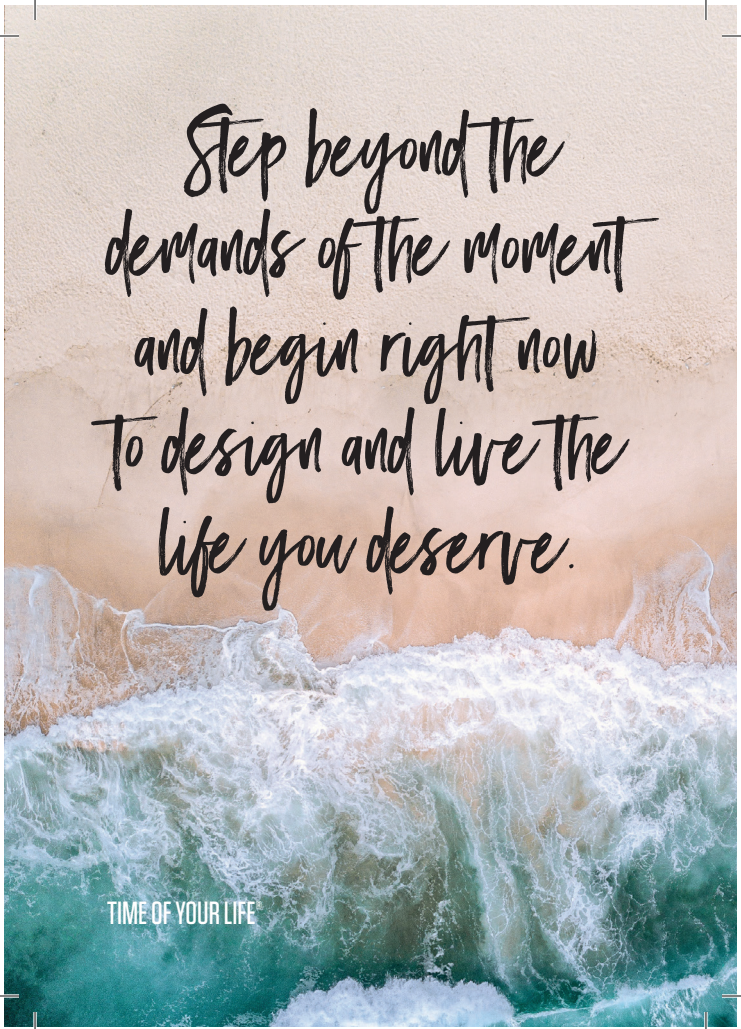
Time of Your Life is about creating more time for what really matters to you. While most systems keep you focused on the management of a never-ending list of 'to-do's,' the RPM™ system will direct you to focus on the results you're really after in life and the reasons why you want to achieve them – providing you with the emotional drive to follow through.

You will shift your focus from *time* management to *life* management.

These Summary Cards are designed to help you review and implement the ideas, strategies and tools that you will learn along the way. My hope is that you'll experience real *achievement,* rather than just movement so that you eliminate overwhelm, maximize your fulfillment and produce the results you desire most.

Live with Passion!

Tony Robbins


Step beyond the demands of the moment and begin right now to design and live the life you deserve.
TIME OF YOUR LIFE

3 AREAS FOCUS GOES

Without a plan, there are three areas that consistently demand our focus:

1. **Fear:** We avoid anything that has the potential to give us pain.
2. **Pleasure:** When we're stressed, we tend to focus on little things that make us feel good immediately like food or TV.
3. **Other People's Demands:** We don't want to disappoint people so we respond to whatever we think will meet their needs in the moment.

WE MUST SHIFT FROM LIVING IN REACTION TO LIVING BASED ON A LIFE PLAN THAT YOU'VE DESIGNED FOR YOURSELF.

3 STEPS TO DIRECT FOCUS

Focus is the ultimate power that can change the way we think, the way we feel and what we do in any moment.

1. See the situation as it is, not worse than it is.
2. See the situation better than it is.
3. Make it the way you see it.

WHEN WE CHANGE OUR FOCUS, WE CHANGE OUR LIVES.

Change is inevitable;
progress is not.
Progress is the result
of conscious choice.

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USE QUESTIONS TO CHANGE FOCUS

The questions you ask yourself control what you focus on.

"Why can't I ever lose weight?"

vs.

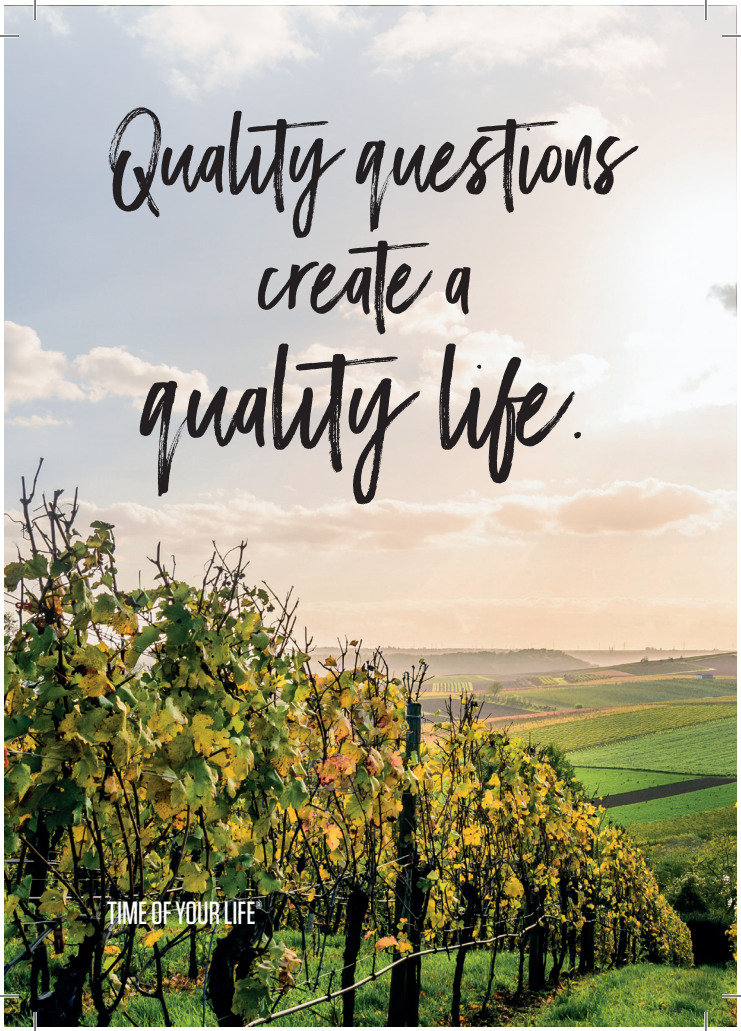
"How can I lose weight, keep it off and enjoy the process?"

IF YOU ASK A BETTER QUESTION, YOU WILL COME UP WITH A BETTER ANSWER – AND THEREFORE A BETTER RESULT.

3 QUESTIONS OF RPM™

1. **What Results are you committed to achieving?** What's your outcome? What do you really want?
2. **What's your Purpose?** Why do you want to do this?
3. **What's your Massive Action Plan?** What are the specific actions you need to take in order to achieve this result?

RPM™ IS A SIMPLE SYSTEM OF THINKING THAT CREATES EXTRAORDINARY RESULTS AND AN AMAZING LEVEL OF PERSONAL FULFILLMENT.


Quality questions
create a
quality life.
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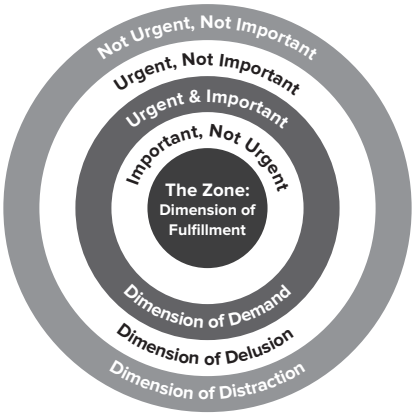
TIME TARGETS



PUT URGENCY IN ITS PLACE AND REMEMBER THAT THE ULTIMATE TARGET IS TO SPEND OUR LIVES DOING THE THINGS MOST IMPORTANT TO US.

LEVERAGE

There's a big difference between Delegation and Leverage.

Delegation: Taking a Result or Action you're responsible for and giving it to someone else without any additional follow up.

Leverage: Working *with* another individual to produce a Result or Action. The other individual may do most or all of the work, but you're actively supporting them in the process.

YOUR GOAL IS TO *LEVERAGE* AS MUST AS POSSIBLE TO OTHERS, BUT MAINTAIN THE OVERALL RESPONSIBILITY FOR ACHIEVING THE RESULT.

THE CONTROL MODEL

MORE TIME IS NOT A RESULT OF CHANGING YOUR SCHEDULE, BUT OF CHANGING YOUR LEVEL OF FULFILLMENT.

Do what you do best. Get others to do the rest.
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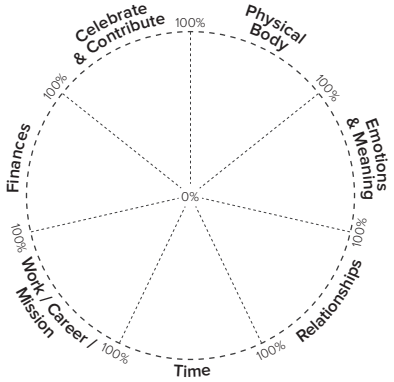
YOUR LIFE PLAN

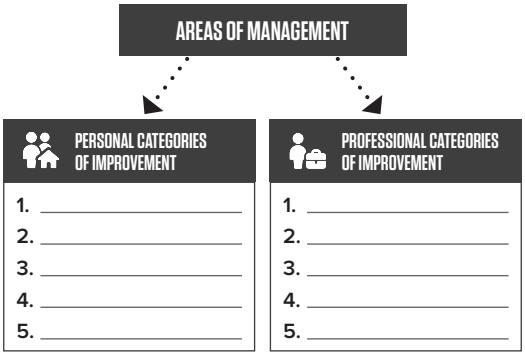
If the center of the circle is 0% and the outside edge of the circle represents 100%, where are you currently in each area of your life?



IF YOU'RE LIKE MOST PEOPLE, YOU NEED TO ROUND OFF YOUR "WHEEL" AND CREATE BALANCE SO YOU'RE PUTTING TIME, ENERGY AND FOCUS INTO ALL THE AREAS OF LIFE THAT MATTER MOST TO YOU.

TIME VS. LIFE MANAGEMENT

There are two areas of life that we must consistently focus on and improve in order to live a life of our own design.



HOW CAN YOU PLAN YOUR TIME IF YOU DON'T HAVE A PLAN FOR YOUR LIFE?

JUICE UP YOUR LIFE!

For most people, changing one word completely changes what something means to them and therefore how they feel.

As you develop your Life Plan, **use words that would excite you or help "juice" up the specific areas of your life** – words related to your health, finances, relationships, emotions, career or business.

What are some words that would truly make you want to spend time in each of these areas?

"Stockbroker" vs. "Treasure Hunter"

"Disciplinarian" vs. "Developer of the Human Spirit"

"Dieting" vs. "Creating World-Class Energy and Health"

Deciding to commit yourself to long-term results rather than short-term fixes is as important as any decision you'll make in your lifetime.

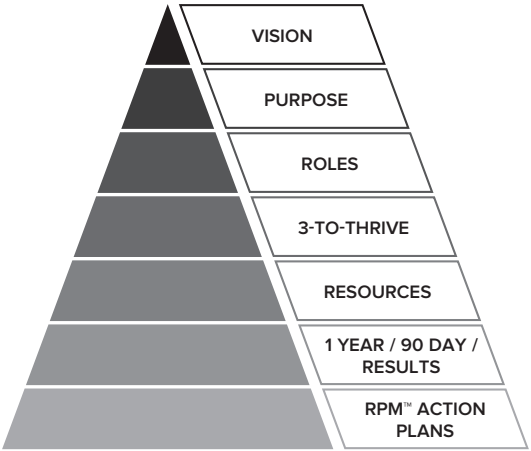
THE POWER OF VISION

Successful people do what failures won't.

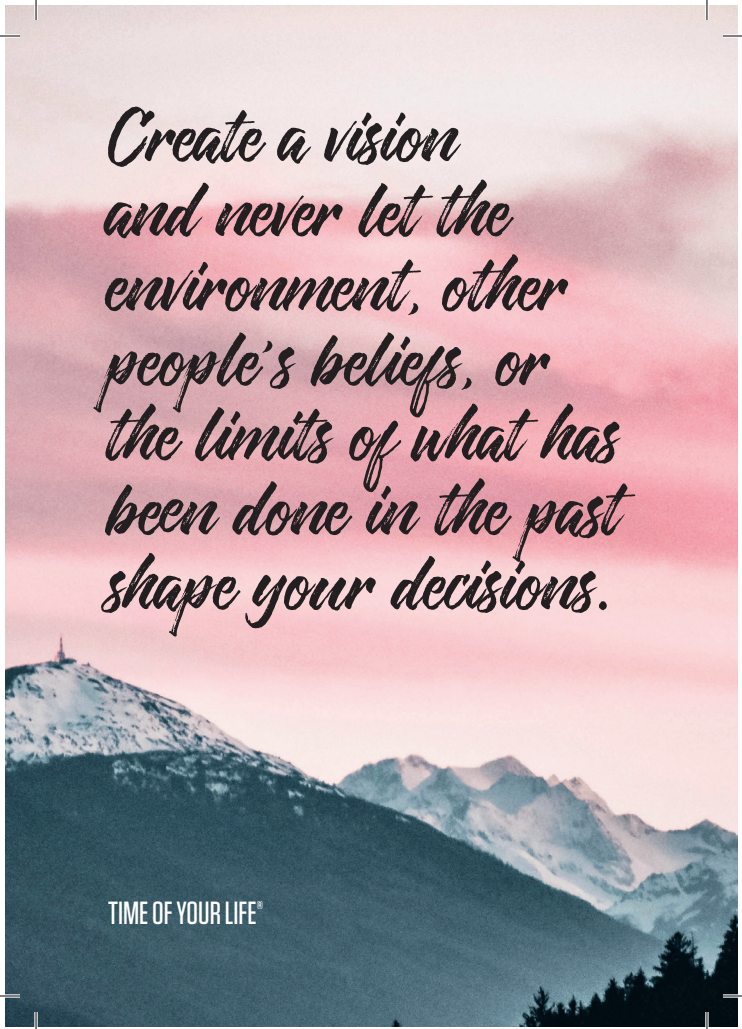
1. **Everyone has a vision.** The only question is whether or not it is designed consciously so that it can take you where you want to go.
2. **Big visions move people.** If you want to succeed, the first step is to create a vision that's powerful enough to move you.
3. **Reasons come first; answers come second.** When we have a strong enough "why," we'll notice and find the resources around us to help make it happen.
4. **Keep your vision in front of you** so that the psychology of fulfillment becomes a habit.

VISION FOR SUCCESS

Define your vision for each of your Categories of Improvement to maximize results that really matter most.



THESE BECOME YOUR PATHWAYS TO POWER THAT DIRECT THE FOCUS OF YOUR LIFE.


Create a vision
and never let the
environment, other
people's beliefs, or
the limits of what has
been done in the past
shape your decisions.
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THE POWER OF CHUNKING

In order to succeed at anything and not be stressed, we have to be able to take a whole variety of Actions and *group them together* so that they help you achieve a common Result.

Chunking

Grouping together into ideally-sized pieces so that they can be used effectively to produce the results you want without stress or overwhelm.

CHUNKING IS THE PROCESS OF TURNING MORE INTO LESS!

RPM™ IS A VISUAL CHUNKING DEVICE

With RPM, you can easily 'chunk' your to-do list from 12 items into just 3 or 4 results.

RPM Block

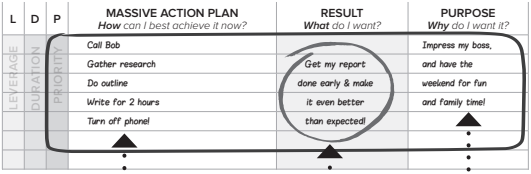
L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
LEVERAGE	DURATION	PRIORITY	Go running	Make major progress on my physical body!	To renew the energy within me; to develop a sense of inner strength like never before; to have fun! POWERHOUSE
			Buy running shoes		
			Lift weights		
			Schedule massage		

Each Result turns into an RPM Block, which defines what you want (Result), why you want it (Purpose) and the actions (Massive Action Plan) that will help you achieve it.

CREATING AN RPM™ BLOCK

An RPM Block is the basic building block of an RPM Plan. Instead of planning your time using a to-do list, group related items together and apply them to a specific **Result** you want.

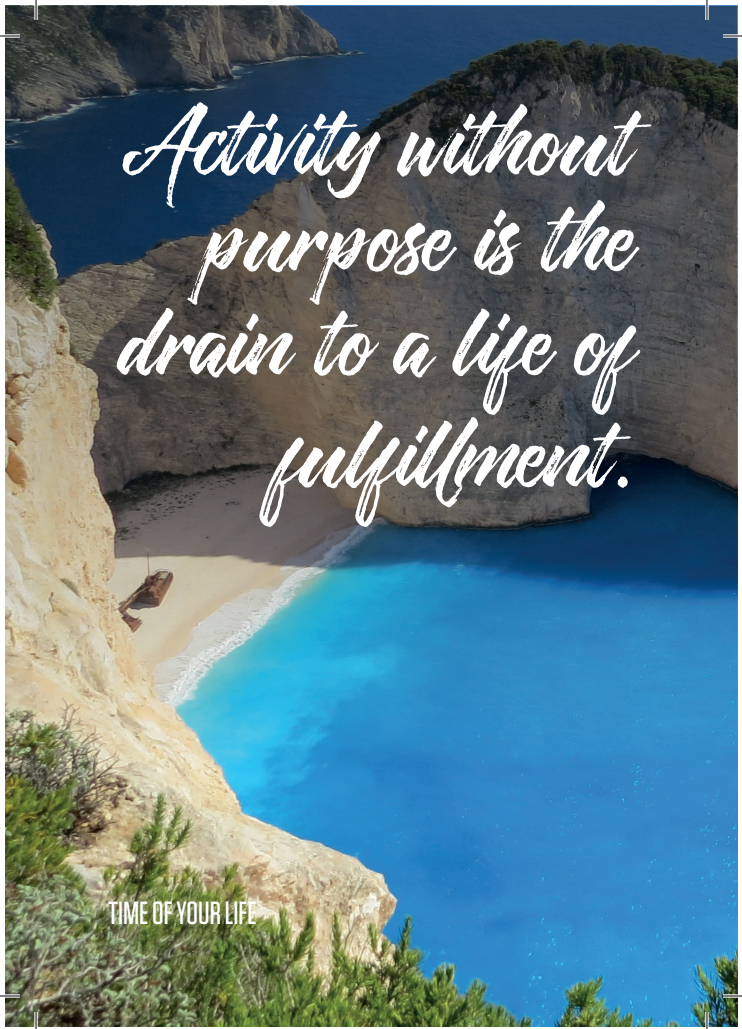
For each **Result** (center), add your **Purpose** (right), then the **Massive Actions** you'll take (left).



Track your **Massive Actions** here. (Remember, it's the Result that counts. If you can get there with fewer Actions, you can skip the rest!)

What's the **Result** you're committed to achieve?

Why do you want this Result? What will it give you? What's your **Purpose**?


Activity without purpose is the drain to a life of fulfillment.
TIME OF YOUR LIFE

5 MASTER STEPS OF PLANNING

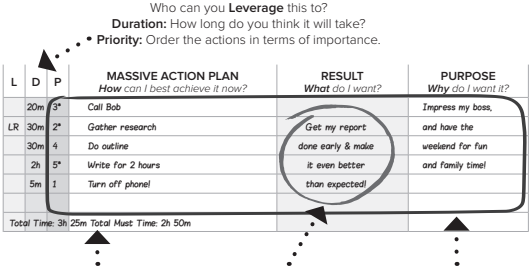
1. **Capture:** Get all of your ideas, wants, random tasks and brain-dump items out of your head and onto paper.
2. **Create Your RPM™ Plan:** Group related items from your Capture list together to create RPM™ blocks.
3. **Commit to Block Time & Resolve Your "Musts:"** Block off time to work on your most important results first.
4. **Schedule It:** Schedule times for your appointments, meetings and other demands around your Block Time.
5. **Complete, Measure & Celebrate** Your Results!

5 QUICK TIPS TO FINALIZE AN RPM™ BLOCK

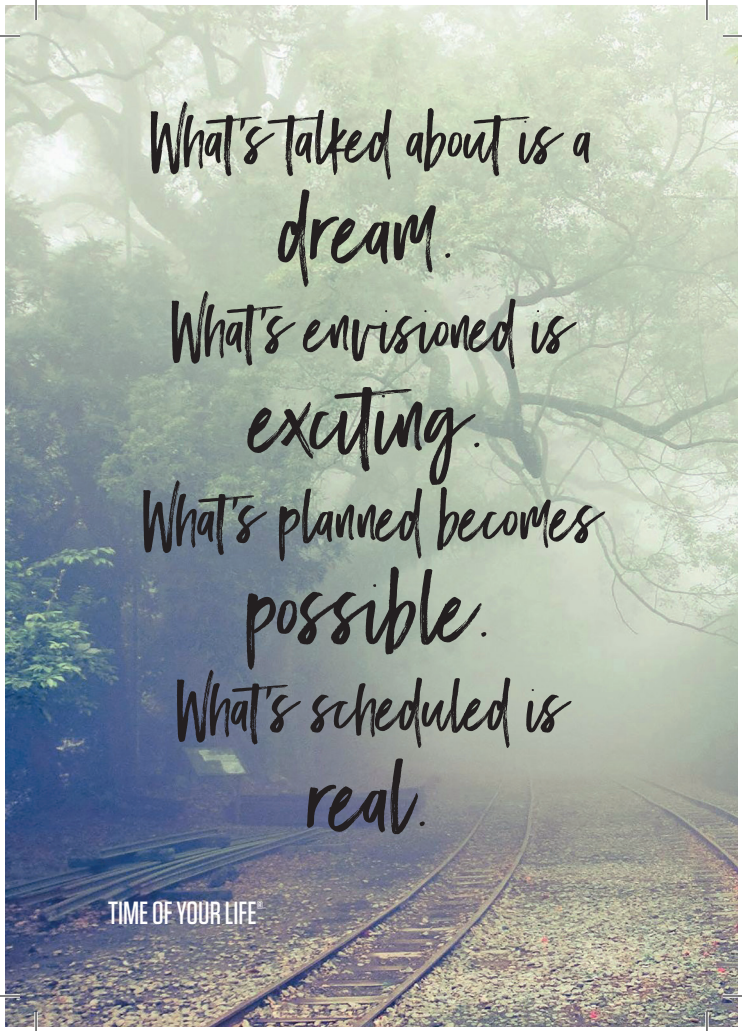
1. **Prioritize:** Number each action item based on its importance.
2. **Asterisk the Musts (*):** Put an asterisk next to the most important actions.
3. **Duration:** Estimate how long each action might take you. Then add up the Total Time it will take to complete every action as well as the Total Must Time – the time it would take if you only completed the "Must Actions."
4. **Leverage:** Write the initials next to any action that someone else can help you achieve.
5. **Draw a Circle around your Result (the target) and a Box around your entire RPM block** to help you visually organize your plan.

A COMPLETED RPM™ BLOCK

Review the RPM Block below for a summary of each of the elements to include.


Who can you **Leverage** this to?
Duration: How long do you think it will take?
Priority: Order the actions in terms of importance.
L
D
P
MASSIVE ACTION PLAN
How can I best achieve it now?
RESULT
What do I want?
PURPOSE
Why do I want it?
20m 3* Call Bob
LR 30m 2* Gather research
30m 4 Do outline
2h 5* Write for 2 hours
5m 1 Turn off phone!
Get my report done early & make it even better than expected!
Impress my boss, and have the weekend for fun and family time!
Total Time: 3h 25m Total Must Time: 2h 50m
Add up the **Total Time** to complete this RPM™ Block as well as the **Total Must Time** to complete just your Must Actions.
Circle your **Result**. It's in the center because it's the target.
Draw a box around your **RPM Block**. Now you have a roadmap to your Result!

THERE IS NO RIGHT OR WRONG WAY TO CREATE AN RPM BLOCK OR PLAN. USE THESE BUILDING BLOCKS IN A WAY THAT SERVES YOU TO GET THE RESULTS YOU WANT.


What's talked about is a
dream.
What's envisioned is
exciting.
What's planned becomes
possible.
What's scheduled is
real.
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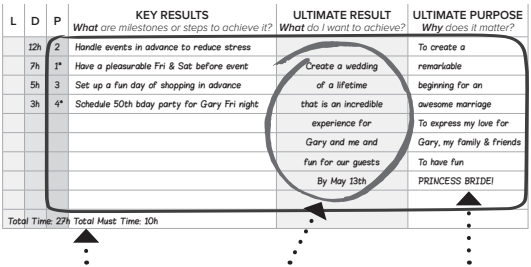
THE POWER OF PROJECTS

If a Result you want has a lot of moving parts or steps, or takes a longer time to complete, it's probably a Project. Because a Project is made up of many Results, we start at the highest level.



L	D	P	KEY RESULTS *What are milestones or steps to achieve it?*	ULTIMATE RESULT *What do I want to achieve?*	ULTIMATE PURPOSE *Why does it matter?*
	12h	2	Handle events in advance to reduce stress		To create a
	7h	1*	Have a pleasurable Fri & Sat before event	Create a wedding	remarkable
	5h	3	Set up a fun day of shopping in advance	of a lifetime	beginning for an
	3h	4*	Schedule 50th bday party for Gary Fri night	that is an incredible	awesome marriage
				experience for	To express my love for
				Gary and me and	Gary, my family & friends
				fun for our guests	To have fun
				By May 13th	PRINCESS BRIDE!
Total Time: 27h			Total Must Time: 10h		

What are some **Key Results** you'll need to achieve along the way? (Each one of these will get its own RPM™ Block.)

What's the **Ultimate Result** you want for your Project?

What's your **Ultimate Purpose?** (Why is it important to you?)

PATHWAYS TO POWER

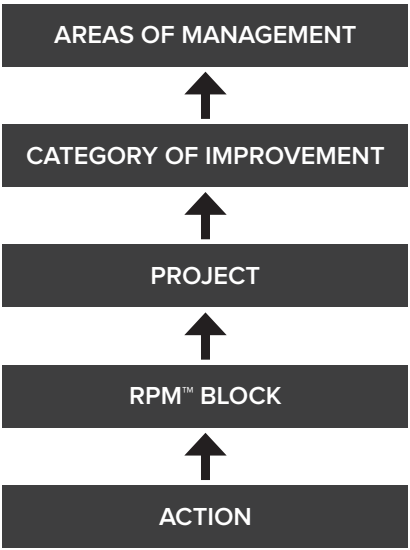
As you use the RPM™ system, you'll begin to see patterns that will save you time and energy in the future. Each RPM plan you create becomes a Pathway to Power.

Pathway to Power

Any RPM Plan that's already created that you can use or adapt in the future to create a similar result.

WHAT MAY HAVE TAKEN YOU MORE TIME TO CREATE INITIALLY, WILL TAKE A LOT LESS TIME AS YOU GAIN MORE PRACTICE AND EXPERIENCE.

THE 5 LEVELS OF MANAGEMENT



Stay committed to your decisions, but stay flexible in your approach.
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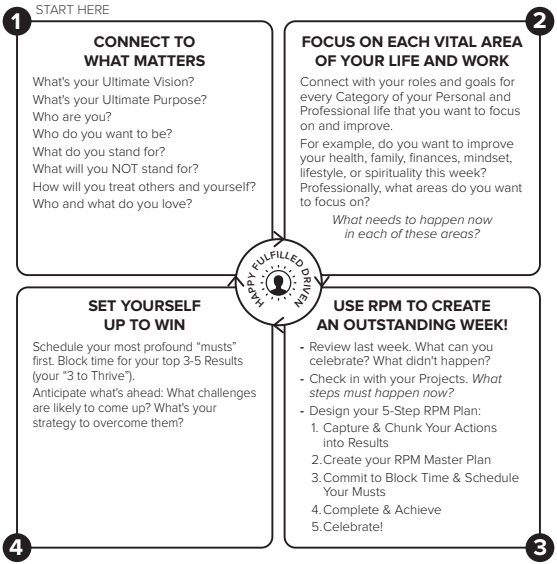
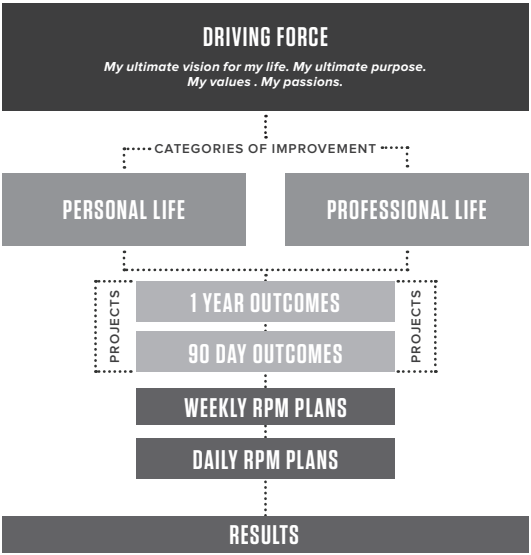
THE WEEKLY PLANNING PROCESS


START HERE
1
CONNECT TO WHAT MATTERS
What's your Ultimate Vision?
What's your Ultimate Purpose?
Who are you?
Who do you want to be?
What do you stand for?
What will you NOT stand for?
How will you treat others and yourself?
Who and what do you love?
2
FOCUS ON EACH VITAL AREA OF YOUR LIFE AND WORK
Connect with your roles and goals for every Category of your Personal and Professional life that you want to focus on and improve.
For example, do you want to improve your health, family, finances, mindset, lifestyle, or spirituality this week? Professionally, what areas do you want to focus on?
What needs to happen now in each of these areas?
HAPPY FULFILLED DRIVEN
SET YOURSELF UP TO WIN
Schedule your most profound "musts" first. Block time for your top 3-5 Results (your "3 to Thrive").
Anticipate what's ahead: What challenges are likely to come up? What's your strategy to overcome them?
4
USE RPM TO CREATE AN OUTSTANDING WEEK!
- Review last week. What can you celebrate? What didn't happen?
- Check in with your Projects. What steps must happen now?
- Design your 5-Step RPM Plan:
1. Capture & Chunk Your Actions into Results
2. Create your RPM Master Plan
3. Commit to Block Time & Schedule Your Musts
4. Complete & Achieve
5. Celebrate!
3

RPM™ IS A TOP-DOWN PLANNING SYSTEM



The only limit to your impact is your imagination and commitment.
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3 DECISIONS YOUR BRAIN IS CONSTANTLY MAKING

RPM™ provides a model for ensuring that you are answering these three questions consciously so that you move in the direction of what you want.

1. What am I going to focus on?
2. What does this mean?
3. What am I going to do?

4 RULES FOR DECISION MAKING

1. **All important and/or difficult decisions must be made on paper.** Get out of your head!
2. **Be clear about what you want** (your Result or Outcome) and **why you want it** (your Purpose).
3. Remember that **decisions are made based on probability.** Rarely will you have the luxury of absolute certainty.
4. **All decision making is values clarification.**

6 STEPS TO EFFECTIVE DECISION MAKING

1. **Outcome**: What is the result you're after?
2. **Options:** Write down all of your options.
3. **Consequences**: What are the upsides and downsides of each option?
4. **Evaluate:** Weigh the consequences of each option.
5. **Mitigate:** Review the 'downside' consequences and brainstorm ways to reduce the downsides.
6. **Resolve:** Based on the most probable consequences, select the option that produces the greatest certainty you'll meet your desired outcome.

PROBLEM SOLVING: 4 SIMPLE STEPS

1. **Get Resourceful:** Decide you're going to solve this.
2. **Define the Current Situation:** Define your situation as factually as possible without your "story."
3. **Get a Clear Vision:** What do you really want to have happen that is different from how it is now?
4. **List the Resources & Constraints:** What are all the resources you could use to help solve this problem? What constraints do you really have?

One option is no choice. Two options is a dilemma. Only three options represents True choice.

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THE EMOTIONAL FLOOD

1. Every day people flood themselves with emotion, but more often than not, it's negative emotions.
2. Some people constantly loop and ask the same questions 15 times in a row. Others stack negative emotions.
3. You have to train and build the emotional muscle to open the floodgates of joy.
4. All the emotions you want to have, you've already had.

GIVE YOURSELF A PREVIEW... DELIGHT IN YOUR FUTURE!

3 STAGES OF AN EMOTIONAL FLOOD

Stage 1: Destroy the Loop
Eliminate your old problems and visualize blasting them – one at a time – out of your life.

Stage 2: Stack the Joy & the Victories
Flood yourself with positive images, feelings and the most enjoyable memories of your past. Physically pull each memory into your body.

Stage 3: Create a Future Flick
Step into the future and see the images and feel the emotions you will experience when you achieve what you're really after in life.

Life is about moments. Don't wait for them – create them.
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